

## **21st Century Program Policy, Procedures and Handbook**

On behalf of Mountain City Elementary, Johnson County Middle School and Johnson County High School we would like to welcome you to our 21<sup>st</sup> Century before and after school program. The following information will address our policies and procedures and is designed to help your family become more familiar with our program. Our goal is to provide a first class before and after school program for children in grades PreK-12. The following policies and procedures will serve as for the successful accomplishment of our goal.

### **ATTENDANCE:**

We encourage students to attend each session in which they enrolled and to stay the entire allotted time.

### **BEHAVIOR MANAGEMENT TECHNIQUES THAT WILL BE UTILIZED:**

Positive Reinforcement, modeling positive behavior, consistency, provide students with choices, utilize transitional routines, change student seating/area, redirecting, pairing students up to work together, teacher proximity.

### **CHECK IN/OUT:**

**Morning Procedures:** Students may take their breakfast to their morning 21<sup>st</sup> Century session. Their 21<sup>st</sup> Century instructor will sign them in. Each student will then report to their 1<sup>st</sup> period class when the appropriate bell rings

**Afternoon Procedures:** MCE and JCMS students will be checked in when they arrive for snack by a staff member. You must sign and date the note found in the transportation section of the enrollment packet or check that box on the online form if you wish for your child to walk to a designated location after each session at MCE and JCMS. JCHS students will report to their designated session for their program of the day.

**DISENROLLMENT - EXPULSION POLICY:**

Major offense violations may result in expulsion from the program. Major offenses include but not limited to drug violations, leaving the classroom/building without permission, stealing from student or adult, hitting/kicking an adult, throwing an object which could harm or cause injury, challenging/deliberate disrespect to an adult, fighting or kicking in an aggressive manner, sexually explicit language, inappropriate touching, swearing, threatening an adult or student, deliberate destruction of property, deliberate spitting on a person or biting, verbal threats which could harm an adult, student, or property (bullying, harassment, and threats against student/adult/school).

**HOURS OF OPERATION:**

The 21<sup>st</sup> Century program operates Monday through Friday 7:00-8:00 AM and 3:00-5:00 PM when school is in session. All 21<sup>st</sup> Century sessions will be canceled if school is closed. This includes early dismissals.

**INCLEMENT WEATHER POLICY:**

All 21<sup>st</sup> Century sessions will be canceled if school is closed. This includes early dismissals for any reason.

**PROCEDURE FOR ILLNESS:**

21<sup>st</sup> Century will contact the parents/guardians of any student who becomes ill while in our care.

**PROCEDURE FOR INJURY:**

21<sup>st</sup> Century will contact the parents/guardians of any student who is injured while in our care. If the injury is serious in nature, unless instructed differently by parents, we will call for an ambulance.

**PROGRAM ELIGIBILITY REQUIREMENTS:**

Youth in PreK-12<sup>th</sup> grade enrolled Mountain City Elementary, Johnson County Middle School and Johnson County High School. The 21<sup>st</sup> Century program is awards to schools with a high concentration of low income students (40% or higher). Below are the requirements:

- \*Qualify for free/reduced lunch;
- \*Serve students who primarily attend schools that are implementing comprehensive or targeted support and improvement programs und ESEA;
- \*Are submitted jointly between at least one district receiving funds under Title I, Part A; and
- \*All programs must provide services in a manner consistent with the state childcare guidelines.

**PROGRAM GUIDELINES:**

Programs established must be designed to reinforce and complement the regular academic program of participating students. All activities must be educationally based. Services to students are provided on an average of 12 hrs. per week in grades PreK-5 and 10 hrs. per week in grades 6-12. Some of the program actives are listed below:

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|--|---|
| *Academic Enrichment/Tutoring              | *Activities for English Learners            |
| *Cultural Programs                         | * Drug & Violence Prevention and Counseling |
| *Literacy Education                        | *Technology Education                       |
| *STEM, including Computer Science          | *Healthy & Active Lifestyle                 |
| *Expanded Library Service Hours            | *Career Competencies and Career Readiness   |
| *Servies for Individuals with Disabilities | *Parenting Skills and Family Literacy       |

**RULES:**

The 21<sup>st</sup> Century Program will follow all school rules, regulations, and procedures already in place.

Possible consequences for inappropriate behaviors may include the following:

Conferences, ASD, ISS, restitution made by student, parent phone calls, and referral to school counselor, or removal from program.

**SMOKE FREE:**

The 21<sup>st</sup> Century program is a smoke free environment. Smoking is prohibited on any school property or while on any sponsored events.

**SNACK:**

MCE and JCMS Snacks will be provided by the Johnson County School System Nutrition Program. Please provide any information to us concerning your child's food allergies.

**STAFF:**

MCE/JCMS/JCHS hires only qualified staff over the age of 18 to work in the LEAPs Program. A background check is required for all employees who work in the program.

If you have any questions, please contact the following:

MCE Site Coordinator – Christi Gentry

JCMS Site Coordinator – Mechelle Arney

JCHS Site Coordinator – Aleta Gentry

21<sup>st</sup> Century Project Director – Dr. Mischelle Simcox

**Parent/guardian Consent to Participate in 21<sup>st</sup> Century Program. This form must be completed and returned back before your child can participate in the program.**

I have read and understood the 21<sup>st</sup> Century Program Policies and Procedures and I would like my child to participate in the 21<sup>st</sup> Century Program.

Child's name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Parent/guardian Consent to Participate in Student Surveys**

The Tennessee Department of Education partners with the University of Tennessee Social Work Office of Research and Public Service to evaluate extended learning programs funded by the Nita M. Lowery 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) and Lottery for Education Afterschool Programs (LEAPs) grants. Part of that evaluation includes a survey for students in grades 3-12. The survey is anonymous; your child will not be asked to provide their name when they complete the survey. The survey asks about your child's experience of the extended learning program and their response will support continued high-quality programming.

The survey can be reviewed at <https://tn-elap.sworpswebapp.sworps.utk.edu/news-area/>

Please indicate below if your consent for have your child participate in the survey.

I consent to have my child participate in the student survey.

I do not consent to have my child participate in the student survey.